

# **CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA**

July 19, 2021 at 2:00 p.m. via Zoom platform

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 995 6794 6345

## **1. Request to Approve Updated Job Description for Personnel Director**

The Commission is asked to approve the updated job description for Personnel Director.

## **JOB DESCRIPTION**

Job Title: **Personnel Director** <sup>35</sup>~~40~~ Hours)  
Department: Office of the Civil Service Commission  
Union: Bridgeport City Supervisor Association (BCSA)  
Job Class Code: 1510

### **GENERAL STATEMENT OF DUTIES**

Under general administrative direction of the Civil Service Commission performs professional public personnel management work of a difficult and responsible nature in administering a personnel management program for the classified service of the City of Bridgeport in accordance with Chapter 17 of the Bridgeport City Charter, the City of Bridgeport Civil Service Commission Rules, and all applicable Federal, State and municipal laws, rules, and regulations; and for furnishing personnel management services to the several departments and agencies. The Personnel Director serves as the Secretary to the Civil Service Commission and is the Director of the Office of the Civil Service Commission. Performs related work as required.

### **SUPERVISION EXERCISED:**

The Personnel Director is the first-level supervisor withing the department and may supervise such examiners, investigators, clerks and other personnel as necessary to carry out the provisions of The Office of the Civil Service Commission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The below is intended to be a fair representation of the "typical" demands of the position.

1. Makes decisions and recommendations to the Commission regarding the allocation and reclassification of positions, and the development, consolidation, and abolishment of classifications within the classified service. Makes decisions and recommendations to the Civil Service Commission regarding compensation, qualifications, and payroll.
2. Provides the Civil Service Commission with the names of individuals at the highest position on employment or reemployment lists for the Commission to approve and certifies same to the appointing authority at the direction of the Commission.
3. Attends meetings of the Civil Service Commission as the Secretary to the Commission, including leading the proceedings and recording the Commission's official actions and prepares regular updates and reports for the Civil Service Commission.
4. Performs long-term planning of department activities as part of the implementation of strategic plans and objectives.
5. Works with the Office of the City Attorney and Office of Labor Relations to analyze changes to laws, regulations, and union contracts to determine compliance with applicable law.
6. Gives presentations and participates in hearings as requested by the Civil Service Commission, City Council, or the Mayor's administration and answers questions before the Civil Service Commission, City Council, or the Mayor's administration.

7. Oversees staff conducting classification and compensation work and recruitment and selection activities in accordance with Chapter 17 of the City's Charter and Civil Service Rules, and delegates work and establishes priorities for staff.

#### **MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

- College graduation with a degree in personnel administration, public administration, or related field.
- At least ten years of professional personnel management experience, of which five years shall have been in the public service, with extensive experience in the area of recruitment, selection and examinations.
- Or any equivalent combination of education and experience.

#### **HAVE MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE FOLLOWING:**

##### Knowledge of:

- The purpose, intent, and meaning of Chapter 17 of the Bridgeport City Charter and City of Bridgeport Civil Service Commission Rules to investigate and review various employment issues and practices, make recommendations, identify actions or corrections needed to ensure compliance, and otherwise carry out the provisions of Chapter 17 and the Civil Service Rules.
- ~~Knowledge of~~ Title 7, Chapter 113 of the Connecticut General Statutes, or the ability to obtain such knowledge, to ensure City employment practices are consistent with State law regarding municipal employees.
- ~~Knowledge of~~ the Uniform Guidelines on Employee Selection Procedures to ensure City selection practices are in compliance.
- ~~Knowledge of~~ State of Connecticut wage and hour laws to ensure City pay practices (e.g., minimum wage, overtime, leave pay, severance, etc.) are in compliance.
- The principles and practices of personnel management, job classification, employment compensation, employment selection and employment recruiting within the public sector, and to oversee staff conducting such work.

##### Skill to:

- Coordinate with the Office of the City Attorney and the Office of Labor Relations to evaluate potential decisions or courses of action to identify risk of violating Chapter 17 of the City's Charter, Civil Service Rules, applicable laws, or policies.
- Develop new classifications based on department needs, including determining responsibilities, duties, reporting relationships, qualifications, etc.
- Develop compensation recommendation for new classifications or positions by determining the appropriate level within the City's current compensation structure.

- Assess the effectiveness of current programs, policies, or procedures to identify changes necessary to improve the efficiency or effectiveness of the department.
- Plan, guide, and monitor the work of staff, including establishing performance expectations, reviewing staff work products, and providing feedback, coaching, and training.
- Prioritize and organize a large volume of projects and tasks to manage time effectively and complete work within required or desired timelines and develop alternate work plans and strategies in response to changing priorities, problems, or setbacks.
- Prepare estimates of future expenditures, personnel or equipment/technology expenses, program costs, etc., to assist in financial forecasting/planning and budget development.

Ability to:

- Consider the future implications and consequences of current decisions and courses of action.
- Apply policies, laws, rules, regulations, or standards, to a specific situation or set of facts to solve problems and make decisions and recommendations.
- Make decisions and recommendations regarding special issues or problems for which the guiding policies, rules, or regulations are ambiguous or do not specify a clear course of action, or for which there is little or no guiding precedent.
- Develop innovative solutions for complex or non-routine problems by applying advanced expertise.
- Communicate in a clear, honest, and direct manner to ensure others understand one's ideas, opinions, recommendations, and decisions, and listen attentively to others to fully understand what they are saying.
- Speak with authority and persuasiveness in a way that inspires confidence without creating antagonism.
- Provide positive motivation to others through actions and demeanor.
- Encourage others to learn from their experiences and apply the knowledge gained to improve performance, problem solving, and decision making.
- Continuously apply knowledge gained from work experience to current decision making and work methods to help improve one's own effectiveness.
- Change one's own previously held beliefs or opinions in the light of new information.
- Understand one's own limitations and evaluate the effectiveness of one's own actions and use that information to drive self-improvement.
- Show a commitment to professional development, including accepting job-related or other feedback in a positive and constructive manner, and striving to develop and acquire new knowledge and skills.

- Inspire confidence and trust in those contacted in the course of work through one's actions, motives, and expertise, and by interacting with others in a fair, respectful, and non-judgmental manner.
- Remain calm, courteous, and professional when dealing with individuals who are emotional, adversarial, or hostile.
- Understand how one's own attitude and demeanor affects others and consider this when responding to situations and interacting with others.
- Develop and maintain mutually beneficial relationships and work cooperatively with others, demonstrating a commitment to achieving shared goals and objectives, and showing genuine interest in the opinions and concerns of others.
- Act in the best interest of the City and the Civil Service Commission despite pressure from multiple competing individuals or groups.
- Build and maintain relationships with citizens, government officials and appointees, cultural and community groups, labor groups, etc., to help garner support for ideas, decisions, or actions, and to mitigate conflicts.
- Demonstrate sensitivity, acceptance, and open-mindedness when dealing with different values, beliefs, perspectives, customs, or opinions.
- Ability to abide by strict code of ethics and behavior and to maintain the confidentiality of sensitive and confidential information obtained through the course of work.

#### **PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to lift and carry objects weighing up to 25 pounds such as boxes of test materials, files, or other documents.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.